



Join the Cleveland Federal Executive Board Tutors  
Help Make a Difference in a Child's Future

The requirements to be a tutor are:

1. You must be a federal employee or federal retiree
2. You must be authorized to participate by your employer.
3. You must maintain the highest degree of professionalism.
4. You must attend the orientation/training session, the mid-term progress meeting, and the year-end wrap-up meeting.
5. You must be willing to follow protocol that will be covered in the training sessions.
6. Each tutor will be given two hours authorized absence twice a month, including travel time, to tutor. You must be committed to tutoring twice a month or every other week for two hours. The success of the program depends on this commitment.

How to join?

1. Complete this supervisor approval form and return to the FEB Tutor Coordinator
2. Register on-line at [http://evt.grc.nasa.gov/cle\\_feb/home/registration/](http://evt.grc.nasa.gov/cle_feb/home/registration/) or by completing the paper version of the registration form. **On-line registration is preferred.**

Name (print): \_\_\_\_\_

Agency: United States Postal Service

School (check one) : \_\_\_\_ Clark \_\_\_\_ Memorial \_\_\_\_ Wade

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

District Manager (print): \_\_\_\_\_

District Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Sr. Plant Manager (print): \_\_\_\_\_

Sr. Plant Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fax or Mail Signed Form to:  
Alicia Rauckhorst, USPS FEB Tutor Coordinator  
2200 Orange Ave. Rm 210  
Cleveland, OH 44101-9993  
Fax 216-443-4577, Phone: 216-443-4573  
Alicia.L.Rauckhorst@usps.gov